

# SUPERVISING PROGRAM TECHNICIAN I



## PROMOTIONAL

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.**

**EXAMINATION BASE** DEPARTMENTAL FOR:  
DEPARTMENT OF CORRECTIONS (excluding Prison Industry Authority)

**WHO SHOULD APPLY** **COMPETITION LIMITED TO STATE EMPLOYEES**  
Applicants must have a permanent civil service appointment with the Department of Corrections OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

**HOW TO APPLY** Submit Examination Application (Std. Form 678)

<b>By mail with:</b>	or	<b>In person with:</b>
Department of Corrections Personnel Examining Section P.O. Box 942883 Sacramento, CA 94283-0001		Department of Corrections Personnel Examining Section 1515 "S" Street, Room 522-N Sacramento, CA 95814

**APPLICATION DEADLINE/ REQUIREMENTS** **December 4, 2003** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Personnel Examining Section.

**NOTE:** Only applications with an original signature will be accepted.

**TEST DATE** It is anticipated that Qualifications Appraisal Interviews will be held during **February/March 2004**.

**SALARY RANGE** \$2443 - \$2967

**MINIMUM QUALIFICATIONS** **Either I**  
In the California state service, 18 months of experience performing duties equivalent in level of responsibility to the class of Program Technician.

**Or II**  
Two years of experience in a governmental or private agency performing duties with program responsibility equivalent in level to those of the departmental program in the State of California for which the examination is being administered. (Experience applied toward this requirement must include at least 18 months in a position equivalent in level of responsibility to the California state civil service class of Program Technician II.)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**EXAMINATION PLAN** This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal -- Weighted 100.00%**

**Scope:**  
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
1. Principles of effective supervision.
  2. Supervisory responsibilities under the Ralph C. Dills Act.
  3. A supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment that is free of discrimination and harassment.
  4. Appropriate laws, rules, regulations, and policies of the State of California governing the departmental program area(s) for which the examination is being administered.

EXAMINATION PLAN (CONT'D)	<div>B. Ability to:</div> <div><div>1. Plan, organize, direct, and evaluate the work of employees.</div><div>2. Assess the training needs of employees.</div><div>3. Develop staff.</div><div>4. Understand and fulfill supervisory responsibilities under the Ralph C. Dills Act.</div><div>5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</div><div>6. Apply appropriate laws, rules, regulations, and policies of the State of California governing the departmental program area(s) for which the examination is being administered.</div></div>
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If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections. The list will be abolished <b>24</b> months after establishment unless the needs of the service and conditions of the list warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION	<div>The Supervising Program Technician I, under general supervision, trains employees; plans, organizes, and directs the work of a small unit comprised of Program Technicians; personally performs the most complex work of the unit; and perform other related work.</div> <div>Positions are located with the Department of Corrections in Sacramento.</div>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points and career credits are not granted in promotional examinations.
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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections' Personnel Examining Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS